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1 January 2006

Oregon Wing Policy Letter ES-01

Subject: ES Achievement Certifications

Background

There has been confusion related to the on-line system to be used in Oregon Wing for approval of new member Emergency Services Specialty Qualifications (Achievements). CAPR 60-3 requires that Achievement information for members be maintained in the MIMS system. National Headquarters has approved three electronic systems that can be used to input Achievement information into the MIMS database. These are the National Headquarters MIMS system, the Wing Management System (WMU), and the Paperless Wing.

With the exception of the General ES Qualification, CAPR 60-3 requires that all new ES Achievements be approved at the wing level by the Wing Commander or person(s) designated by the Wing Commander.

Policy

1. It is the policy of Oregon Wing that the WMU is the primary authorized electronic input system to be used for entry of ES Achievements (new, upgrade, or renewal) pertaining to Emergency Services. The WMU CAPF-100 Module will be used for this purpose.
2. The Oregon Wing Commander designates that the current Director of Emergency Services and the Emergency Services Evaluation/Standardization Officer are authorized to approve all wing level Achievement requests except for the qualifications of Incident Commander and Agency Liaison (per CAPR 60-3, these cannot be delegated).
3. Members should use the MIMS system to input and maintain their current personnel information such as telephone numbers, addresses, weight, etc.
4. Information that has been entered directly into the MIMS system will be automatically transferred into the WMU database on the day following the entry. If this mechanism is used (for example to input requirements met during training in another wing that does not use the WMU), it is the responsibility of the member to contact members in the approval chain to request that they enter the necessary approvals in MIMS.
5. CAPF 101 cards can be printed from either the MIMS or WMU utilities.

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Commander